



IPSWICH SCHOOL

IPSWICH SCHOOL SPORTS CENTRE (ISSC) CHEF

Part time (Saturdays), term time only

THE SCHOOL

Ipswich School has been listed as one of the top 100 schools in the country and is certainly one of the foremost independent schools in East Anglia. It was established prior to 1399, although it moved to its present site in 1852. It has over around 1000 pupils aged between 3 and 18 and is fully co-educational. The Lodge Day Nursery opened in January 2018 and provides the very best care for younger children aged from 3 months to 3 years.

IPSWICH SCHOOL SPORTS CENTRE (ISSC) Rushmere St Andrew

ISSC is a multi-million pound training venue which is part of Ipswich School offering first class sports and events facilities. The site was first developed as a sporting facility back in 1977 by Willis Faber and following a period of private ownership and investment it was taken over by the School in 2012. One of the key requirements for the site was the continued community participation in sport.

Situated just 10 minutes outside Ipswich and close to Woodbridge and Felixstowe, we are conveniently located and have hosted tournaments for regional sporting events. Our facilities are used regularly by local sports clubs and community organisations for fixtures, training and social events. The café, bar and lounge area has recently undergone a major refurbishment and provides an ideal venue for meetings, weddings and private parties.

The centre is also used extensively by the Senior and Prep Schools during term time for School sports and activities and in the School holiday periods for holiday sports camps.

You will join a team based at the Sports Centre, which includes the Centre Manager, Duty Officers, Café and Bar staff, Caretaker, Receptionist and Administrator and Marketing Officer.

To find out more about us visit the ISSC website: <https://www.ipswichschoolsportscentre.co.uk/> and the School's website: www.ipswich.school.

JOB DESCRIPTION

You will be based at our Sports Centre in Rushmere St Andrew, Ipswich and you will work on Saturdays during Ipswich School term time (35 weeks per annum), taking responsibility for providing meals for the sports teams that use the Sports Centre for fixtures and matches. This can be school



teams, and also local sports teams that use ISSC as their base (such as Ipswich and East Suffolk Hockey Club).

Please note in the School's Summer term (March/April – early July each year) you may be based either at the Sports Centre or at the main School sites on Henley Road.

You will have the opportunity (if you wish to do so) to work additional hours at other times, for example to provide casual cover for absent colleagues working at the Prep and Senior Schools during the week, or to cater for functions and events taking place at the Sports Centre, or at the Prep and Senior Schools. This may include catering for holiday camps and clubs that take place during the School's holiday periods each year, or events taking place in the evenings. (These casual additional hours if worked shall be paid in addition to the annual salary quoted in this job description).

Please note: if for any reason a full sporting programme is not taking place on a Saturday, you will work in the Senior School kitchen preparing meals for functions booked, or items for the week ahead, as instructed by the Head Chef and/or Catering Management Team.

You are expected to work in a clean and hygienic way and to comply with the School's Health, Safety and Welfare Policy.

MAIN DUTIES AND RESPONSIBILITIES

- Provide hot meals as required for the sporting events taking place on Saturdays by planning menus in advance, in liaison with the Director of Sport, Heads of Sport, Catering Management Team and the Sports Centre administrator as required (ensuring you have a full understanding of weekly/termly requirements)
- Oversee the ordering of supplies and equipment for the Sports Centre kitchen
- Ensure food/equipment is on site prior to preparation so that the menu can be implemented
- Prepare meals in accordance with the agreed menu ensuring recipes and quantities are adhered to
- Maintain good hygiene practices
- Ensure that all diets are catered for
- Ensure all food is garnished and displayed in the correct serving containers, as attractively as possible
- Oversee the Catering Assistants working at the Sports Centre, who will assist with serving parents and pupils refreshments and meals
- Wash up and clean the Sports Centre kitchen after service
- Report to the Catering Management Team any issues/concerns on a weekly basis.



Deliveries and storage

- Operate safe storage by using a first in first out system.
- Ensure all opened packages are stored correctly in sealed containers.
- Ensure all date stamped food is monitored.
- Ensure that portions of food for freezing are covered, labelled and dated.
- Ensure all food storage areas are kept clean and any spillages are wiped up immediately.
- Ensure food is stored correctly in the fridge with raw food always being stored at the bottom.

Cleaning Duties and Security

- After service has finished, complete cleaning tasks as per schedule.
- Ensure all lockable items are secured after each shift.
- Ensure the kitchen is left secure at the end of the shift.

Hygiene, Health and Safety

- Wear uniform issued in an appropriate way and as directed by the Catering Manager.
- Jewellery should not be worn.
- Adhere to responsibilities under Health and Safety at Work Act 1974.
- Maintain the work areas for which responsible in a safe and hygienic state.
- Ensure all food equipment is clean and in good condition, and report any defects immediately.
- Use correct cleaning materials and abide by the COSHH regulations.

Other Duties

- Overtime (voluntary) for after school functions and events.
- End of term cleaning.
- Beginning of term preparations.
- Attend a basic hygiene course as required by the School's Health, Safety and Welfare policy.
- Attend training in Safeguarding Children.
- Attend any meetings that are relevant to the position.

This list is not exhaustive and duties may be changed or added to as determined from time to time.

REPORTING

You will report to the Catering Management Team. You will also work closely with the Sports Centre Manager, the Receptionist and Administrator, the Director of Sport and the wider staff team working at Ipswich School Sports Centre.

QUALIFICATIONS AND SKILLS REQUIRED



- This is a practical position and candidates should hold a minimum relevant qualification at NVQ Level 2 (or equivalent).
- Previous experience in a Chef/Assistant Cook role, ideally with experience of a similar (leisure/sports/school) environment would be ideal.
- You will have good communication skills and the ability to communicate effectively at all levels.
- Your knowledge of food hygiene and health and safety will be first class.
- You should be able to demonstrate a sound knowledge of good home cooking using fresh, local produce.
- You should hold a full driving licence as you will be required to drive to other School sites in Ipswich in the School's catering van.

HOURS OF WORK

This is a part time post during Ipswich School term time (35 weeks per annum), to be worked as follows:

Saturdays 8:30 am – 5:30 pm with a 30 unpaid minute break for lunch (8.5 hours per day).

The annual salary for this post is £5465.16 per annum and includes holiday pay in accordance with the Working Time Regulations.

Additional hours may, on occasions, be offered (as outlined above).

Holidays may only be taken during Ipswich School holiday periods.

SALARY AND BENEFITS

- This is a permanent post (subject to satisfactory completion of a 6 month probationary period)
- Salaries are paid monthly in arrears by BACS on the last working day of each month throughout the year and are reviewed annually on
- Meals are provided whilst on duty
- Uniform is provided and should be worn at all times
- Staff are able to use the School's swimming pool and fitness gym free of charge (in compliance with appropriate rules and regulations)

CLOSING DATE AND INTERVIEW ARRANGEMENTS



Please advise us of any special requirements you may have if you are called for an interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be returned **by noon on Thursday 17th September 2026** via the Ipswich School Vacancies page.

Interviews are likely to be held in the week commencing Monday 21st September 2026

If we have not been in touch with you by Friday 18th September 2026 then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School Policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Designated Safeguarding Leads (the Senior Deputy Head [Pastoral] for Senior School pupils and the Prep Head for Prep pupils).
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy and employees are expected to comply with the statutory restriction on smoking in public places.

September 2026

